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63-77541

OFFICE OF THE DIRECTOR

Action Memorandum No. A-299

Date 15 October 1963

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TO : Deputy Director/Plans

SUBJECT : Appointments with Chiefs of Stations and Bases

REFERENCE:

1. Mr. McCone has expressed a desire to see Chiefs of Stations and Bases upon departure for or return from overseas posts, insofar as it is practicable. This also applies to the DDCI and the Executive Director. The office of the Executive Director will be the focal point for initially arranging all of these appointments. * It is requested that calls be made to extension sufficiently in advance of arrival or departure so that there will be ample time to make the appointments.

2. It should be understood that because of demands on time it may on occasion be necessary to postpone or cancel these appointments. Postponements or cancellations will be handled directly between the office concerned and the individual.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

cc: DD/L, DD/ST, DD/S

*This is a slight deviation from instructions issued in on the Organization of the Office of the Director, but it applies only to appointments concerning this subject. It is intended to simplify the procedure since one or all three may be seeing the same individual.

SUSPENSE DATE:

LBK:rkq

Orig - Adse, cc: ER, EA/DCI, EA/DDCI, ExecDir, Jerry/June/Marge, Barbara/Bernie/Lois

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